



United Way of Yampa Valley

## **ROUTT COUNTY COMMUNITY IMPACT MANAGER POSITION**

### **RESPONSIBILITIES**

This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added as appropriate.

#### **Essential Functions**

The Community Impact Manager oversees all Routt County United Way (RCUW) programs. Specifically, is responsible for planning, implementing, and evaluating all RCUW programs.

The programs to date in this responsibility are the following: Day of Caring, Thanksgiving Community Dinner, Holiday Food Card Program, Volunteer Program, Women United, and Imagination Library.

#### **Programs**

- *Day of Caring*
  - Prepare the Day of Caring budget and timeline.
  - Recruit volunteers and agency projects.
  - Match volunteers with projects and send detailed communication to both volunteer and project point person.
  - Assign staff and volunteers to visit projects so that all projects are visited on the Day of Caring.
  - Refine, manage, and facilitate the Volunteer of the Year program, including buying Volunteer of the Year recognition awards.
- *Thanksgiving Dinner*
  - Prepare the Thanksgiving budget and timeline.
  - Recruit food donations and on-site volunteers from the community.
  - Produce annual Thanksgiving re-cap report.
- *Volunteer Program*
  - Proactively engage the volunteer community on an ongoing basis and recognize volunteers.
  - Recruit volunteer opportunities from agencies.

- Maintain volunteer database.
- *Women United*
  - Maintain Women United membership.
  - Plan events (Backpacks and Bubbles, fundraiser, holiday party, luncheons, socials) and manage all logistics.
  - Attending quarterly WU steering committee and monthly sub-committee meetings as RCUW representative, take notes, and distribute them to WU
  - Be the main RCUW point person for Women United Steering and subcommittees.
  - Develop and maintain Financial Literacy program.
  - Oversee *Imagination Library* Literacy program.

### **Other Duties**

Complete annual evaluation of all programs making recommendations for improvement and efficiencies.

### **Qualifications**

- College associate degree or above
- Prior project management experience, preferably in nonprofit project management
- Able to handle multiple projects at once, being interrupted.
- Proficiency with computers and experience with MS Office applications such as Excel, PowerPoint.
- Accuracy and attention to detail.
- Ability to communicate effectively, verbally, and in writing.
- Possess excellent customer service skills.
- Enjoy talking to many different people and have an outgoing personality.
- Ability to relate well with people and communicate pleasantly and professionally.
- Interest in United Way's mission

### **SUPERVISION AND EVALUATION**

- The Community Impact Manager is supervised and evaluated by the Associate Director.
- Monthly one-on-one touch base meetings will be conducted.
- An annual evaluation will be conducted on the year anniversary of employment.

### **HOURLY PAY AND BENEFITS**

- Hourly rate \$24- \$26 an hour based on experience
- Health, dental, and vision insurance with Health Savings Account
- Short-term and long-term disability insurance

- SIMPLE plan with a 3% match after one year of employment
- Ability to work remotely one day a week on Fridays.
- Liberal paid time off schedule
- Liberal vacation policy
- Regular touch bases with annual review